

|                                |  |
|--------------------------------|--|
| BFS Training Competencies for: |  |
| Contact:                       |  |

Each session is 1.5 hours:

Size of class – 2 (opt) or 3(max) people to one tutor. Max of 6 students in the BFS room

BFS tutorials: [www.necseniors.net.au](http://www.necseniors.net.au) (10 tutorials)

Additional tutorials: [www.internet4classrooms.com/winkeybhoard.htm](http://www.internet4classrooms.com/winkeybhoard.htm) (7 -tutorials)

Typing tutorial: [www.goodtyping.com](http://www.goodtyping.com) or other tutorial from list on noticeboard

**On completion of the 8 weeks, students should be able to demonstrate these competencies:**

|  |  |
|--|--|
| On Line Learning – create an account at NEC Seniors site. (name and password recorded)   |  |
| On Line Learning – complete all 10 tutorials at <a href="http://www.necseniors.net.au">www.necseniors.net.au</a>   |  |
|  |  |
| PC - Start and stop a PC correctly   |  |
| PC - Identify that an active anti-virus program is functional and up to date   |  |
| PC - Use the mouse competently; open a right click menu and use a command on it  |  |
| PC – Locate and open programs from the desktop and Start menu (orb)  |  |
| PC – manage multiple windows using max/min button, taskbar button and click to front.  |  |
| PC – resize a window and move it on the desktop  |  |
|  |  |
| Internet – go <i>directly</i> to a web page, eg <a href="http://www.abc.com.au">www.abc.com.au</a> or <a href="http://www.bom.gov.au">www.bom.gov.au</a> |  |
| Internet – navigate on web pages – eg <b>Australian Holiday Stories</b> at <a href="http://www.australia.com">www.australia.com</a>                      |  |
| Internet – fill in fields on a web page – eg plan a bus, train trip on <a href="http://www.131500.com.au">www.131500.com.au</a>                          |  |
| Internet – use a search engine to find items of interest eg <b>great ocean road</b>  |  |
| Internet – use the home, back and forward buttons  |  |
| Internet – save and use favourites / bookmarks   |  |
|  |  |
| Wordpad - Type 3 paragraphs of text.   |  |
| Wordpad – navigate and edit text using the mouse, arrow, backspace and delete keys   |  |
| Wordpad – select text and change its font, font size, font colour, bold, italics and underline   |  |
| Wordpad – Use the menus and toolbars to edit text  |  |
| Wordpad – Save a document; locate and reopen a saved document  |  |
| Wordpad – use cut, copy and paste to edit text   |  |
| Wordpad – use the Shift, Caps Lock and Tab keys correctly  |  |
|  |  |
| Email – Create a gmail (or Hotmail) account:   |  |
| Email – Log on and off the new email successfully. (Ensure name and password recorded)   |  |
| Email – Create and send an email using both direct typed addresses and saved contacts  |  |
| Email – Create contact(s)  |  |
| Email – send an email with attachment(s)   |  |
| Email – receive an email with attachment(s), save them and then open them  |  |
| Email – Forward an email, making sure to removing extraneous email addresses   |  |
|  |  |
| Filing – Create folders and sub folders in My Documents or similar   |  |
| Filing – save a file(s) to the created folders   |  |
| Filing – move files between folders; delete and rename files and folders   |  |
| Filing – restore deleted folder/files sent to the Recycle Bin  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |